



CHECKLIST FOR U.S. HOSTS OF CHINESE TECHNICAL EXPERTS

While this guidance is specifically focused on China, the information is also useful for hosts of technical experts of Russia, Israel, Iran, and Pakistan.

Before ANSI and/or the USNC Issues the Invitation Letter

- **Read the One Page Document for Chinese Technical Experts:** Make sure that you clearly understand the guidance, and contact ANSI/USNC with any questions.
- **Ensure that applicant has adequate lead time to apply for a U.S. visa:** In addition to internal Chinese government clearances that are often required of Chinese government employees and some other representatives, the application procedures through the U.S. Department of State can require between 15 days and 90 days, depending on the location within China, time of year, and requirement for [additional administrative processing](#). In addition to the processing time for U.S. visas, delegates may also be required to apply for “exit visas” from the PRC government.
- **Request that Chinese delegates are selected early:** ANSI/USNC will work with the Standardization Administration of China (SAC), the Chinese National Body to ISO and IEC, to ensure that Chinese technical experts are identified early. At the same time, it is helpful if U.S. hosts reinforce this message with any contacts on their counterpart Chinese mirror committees.
- **Consider Applicant’s Strong Ties:** Applicants for U.S. visas are required to demonstrate “[strong ties](#)” to their home country. Such ties may include owning a house or car, close family, or a steady job. If you are aware of an applicant, please notify your contact at ANSI/USNC (see below) as soon as possible.

When ANSI and/or USNC Issues Invitation Letters

- **Provide ANSI/USNC with information on each intended Chinese Technical Expert:** While a group letter may have been acceptable in the past, individualized letters are currently preferred. When requesting the invitation letter from ANSI/USNC, please provide the following information for each technical expert: Name, Sex, Passport Number, Date of Birth, Function/Title, Organization, and [full contact information](#) (Address, Phone, Email, Fax).
- **Double check the information) for accuracy:** Any errors on the letter (e.g. misspelled names, etc.) can cause costly delays in the visa application process.
- **Provide technical expert with a contact in the U.S. city in which he/she will be staying:** This contact’s name, address and phone will be required by the [DS-156 form](#)
- **Request the technical expert(s) to keep you and ANSI/USNC informed of his/her progress:** When ANSI/USNC sends the invitation letter we will ask technical experts to keep us abreast of their progress. At the same time, it is helpful to reinforce this message, particularly with those technical experts with whom you have personal contact. Ask the technical expert to send you and ANSI/USNC a confirmation when she/he receives the letter and when she/he gets an interview appointment. Ask him/her to let you and ANSI/USNC know as soon as possible if there are any problems or concerns.
- **Inform the technical experts’ organizations of the need for early application:** Once Chinese delegates are identified, contact each individually to stress the possible requirements with the U.S. visa application process, and to stress the need for early application. Ask the technical expert whether she/he will require an exit visa or other approval from his/her organization in China. If so, ask if it would be helpful to send a letter urging his/her organization to complete these procedures quickly.

After ANSI and/or USNC has Issued Invitation Letters

- **Check back with the technical expert:** If you do not hear back from the technical expert within one or two weeks, check back to make sure that the process is going smoothly. If you cannot reach the technical expert by email, try calling (keep in mind that many Chinese organizations do not use voicemail) or contacting other contacts on the Chinese mirror committee.
- **Give ANSI/USNC an update:** This document is provided as a service to our members with guidance based on our members' experiences and information provided by the U.S. Embassy in Beijing. In order to continue to provide relevant information, we would like to know if this information is helpful and whether there are additional items to which we should make our members aware. We appreciate your feedback!!

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